

**SAVE THE CHILDREN INTERNATIONAL
JOB DESCRIPTION**



Job TITLE: Project Intern	
TEAM/PROGRAMME: Education	LOCATION: Based in Kigali with frequent travels in districts
GRADE: N/A	POST TYPE: 1 year (January 1 st 2026-December 31 st 2026)
CHILD SAFEGUARDING: Level 3 - the responsibilities of the post require you to have one to one contact with children or young people either frequently (e.g. once a week or more) or intensively (e.g: four days in one month or more) because they work in country programs.	
ROLE PURPOSE: Save the Children Rwanda is working with the Ministry of Education to ensure that all children benefit from an inclusive and equitable basic education. For a period of five years, Save the Children is going to lead the implementation of the Zero Out of School Children Project which is co-funded by Education Above All Foundation (with support from Qatar Fund For Development) and the Rwandan Ministry of Education. Our joint vision is that no child misses out on primary education in Rwanda. The project will directly contribute to achieving universal primary education in Rwanda and will support the strategy of the Government of Rwanda towards zero out-of-school children at primary school level. The project's outcomes are as follow: <ul style="list-style-type: none"> - Strengthening the identification, enrollment, attendance and retention of out-of-school children at the school-level; - Empowering communities and families to promote identification, enrollment, attendance and retention of out-of-school children; and - Strengthening policies, data and feedback management systems on and for out-of-school children <p>The Project Intern will assist in preparing logistics for field activities, perform data entry, and manage project documentation by organizing, scanning, and filing relevant documents to ensure proper documentation and smooth project implementation.</p>	
SCOPE OF ROLE: With the guidance of the Project Manager, the Project Intern will: <ul style="list-style-type: none"> • Support the Project Departments: Provide assistance to all project departments as needed to ensure smooth project operations. • Data Entry: Support the data entry process in ODK, ensuring accuracy and consistency in the project's data records. • Attendance Management: Assist in tracking and recording participant attendance during project meetings, workshops, and other events. • Verification of Attendance and Payments: Help verify participant attendance and ensure accurate payment records for those involved in project activities. • Meeting Space Booking: Coordinate the booking of meeting spaces for project events, ensuring appropriate arrangements are made. 	

SAVE THE CHILDREN INTERNATIONAL JOB DESCRIPTION



- **Supplier Material Verification:** Assist in verifying materials received from suppliers to ensure they meet project specifications.
- **Logistics Support for Field Implementation:** Support the preparation of logistics required for successful field activities and implementation.
- **Document Scanning:** Scan project-related documents and ensure they are digitized for easy access and reference.
- **Document Filing:** Maintain organized systems for filing project documents both electronically and physically, ensuring proper documentation management.
- **Participation in Project Meetings:** Attend and actively participate in project meetings

Reports to: Project Manager

Staff directly reporting to this post: None

Child Safeguarding

- Understand the provisions of the Child Safeguarding Policy, Code of Conduct and Local/Country Procedures and conduct oneself in accordance with the rules of the Child Safeguarding Policy, in personal and professional lives – which includes reporting suspicions of child abuse.
- Ensure that all project activities carried out are considered in relation to prevention of sexual exploitation and abuse and handling of serious complaints in line with the child safeguarding policy.
- Run background checks for all consultants both local and international. All consultants must complete a background record check (BRC) prior to the start of their consultancy irrespective of any direct contact with children or their data. For requesting BRCs, please find the instructions at: <https://savechildrenusa.sharepoint.com/lc/Pages/Request-a-Background-Check.aspx>.
- Promote the message of child safeguarding to colleagues in other organizations and government ministries, children in their own and beneficiary families, and community members in general and be vigilant about observing possible child abuse/harm in their personal and professional lives.

General:

- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.
- Perform other duties, as assigned by the Project Manager.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the broader team and partners accountable to deliver on their responsibilities.

Ambition:

- Sets ambitious goals for themselves and take responsibility for their own personal development.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, managers, members and external partners and supporters.
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

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JOB DESCRIPTION



- Develops and encourages new and innovative solutions.

Integrity:

- Honest, encourages openness and transparency.
- Commitment to Save the Children values.

PERSONAL BEHAVIOURS AND ATTRIBUTES

- Commitment to Save the Children’s mission and values.
- Initiative, flexibility and ability to work independently as well as in a team.
- High levels of self-motivation and initiative.
- Ownership and accountability of own work.
- High levels of confidentiality and integrity.

Date of issue: January 2026